

Central Intelligence Agency



Washington, D.C. 20505

DD/A Registry
88-1597X

21 JUL 1988

Friden Alcatel
5510 Cherokee Avenue
Suite 201
Alexandria, Virginia 22312

Attention: Mr. Jerry White
Government Account Representative

Dear Mr. White:

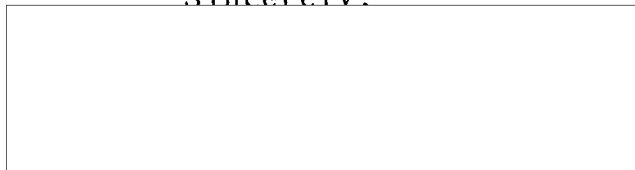
Your letter has been referred to our office as having a possible interest in making your products and/or services available to us. In order to be placed on our Bidders Mailing List, we would appreciate your completing and returning the enclosed Solicitation Mailing List Application and Certificate Pertaining to Foreign Interests (TO BE COMPLETED BY THE PARENT COMPANY), along with your descriptive literature to the address below:

Procurement Management Staff
Office of Logistics
Central Intelligence Agency
Washington, D.C. 20505

Upon receipt of your completed forms and brochures, Procurement Management Staff will route your material to components within this Agency who may have an interest in your capabilities. If a need or a requirement exists, the interested component will contact you directly.

Thank you for making your products and/or services known to the Central Intelligence Agency.

Sincerely,



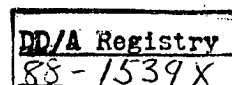
Procurement Management Staff
Office of Logistics

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Enclosures

DD/A REGISTRY
45-1

LOGS-20



Frیدن, Alcatel
5510 Cherokee Avenue, Suite 201
Alexandria, VA 22312
Sales 703.750.3081
Service 703.750.3694

Dear Administrator:

Every working day, one or more of the clerical personnel in your organization is faced with the tedious task of having to hand fold multiple copies of a single page document. Once folded, the document must then be inserted into an envelope and finally the envelope must be sealed. Not only is this a tedious task, it is also a tremendous waste of the clerk's time and, therefore, your organization's money.

Statistics show that the manual output of a clerk to be approximately 165 documents per hour. However, with our System 500, the output increases up to 3,600 documents per hour. Sure the 3,600 documents per hour is probably more than you would ever need, but even if an average of only 500 documents per hour were processed in this manner, processing time would be reduced to less than 15 minutes, instead of 3 hours. Assuming an hourly clerical cost of \$10.00 for salary and benefits, the daily cost savings would be approximately \$27.50, plus the clerk(s) would have an additional 2 hours and 45 minutes to devote to more important duties which could reduce or eliminate occasional overtime.

If you are interested in our System 500 or think you might have a need for it, why not give me a call for a no cost survey? I can be reached at (703) 750-3081.

Sincerely,

A handwritten signature in cursive script that reads "Jerry White".

Jerry White
Government Account Representative



Official Sponsor
1988 U.S. Olympic Team

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